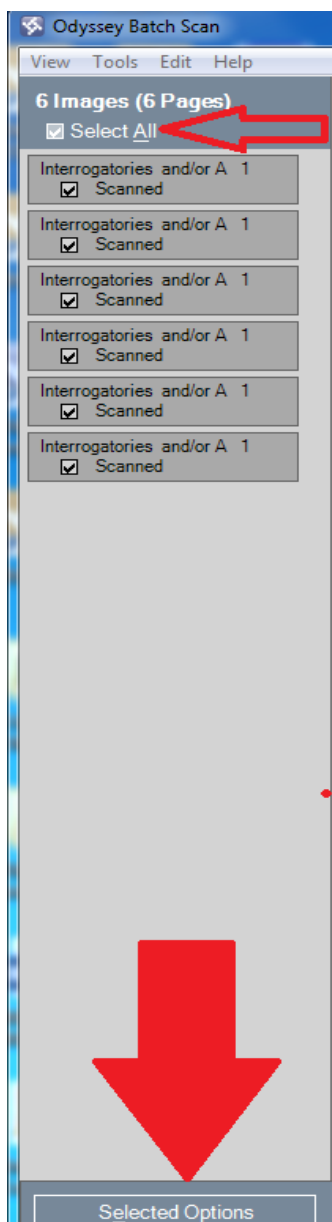


Topic: Batch Scanning Confidential Documents**Created: 3/10/2016**

Summary: This cheatsheet will show users how to mark documents as confidential in the Batch Scanning application.

1. Selecting the documents

After the images have been scanned, they will appear on the left side of the screen. If you want all documents to be confidential, check mark '**Select All**'. If you only want certain documents to be confidential, check mark the specific document(s). After your documents are selected, click '**Selected Options**' located at the bottom of the screen.



2. Changing security group to CONFIDENTIAL

When the **Options** window appears, click on the '**Update Information**' radio button and change the Document type and Document Security Group to the appropriate selections. In this example, the document divider is '**Interrogatories and/or Answers**' and my security group is '**Confidential**'. Click **SAVE**.

Note: Do not click **Update Status to Verified** in this step. Clicking this will reset the document type and document security group. This is done in Step 3.

The screenshot shows the 'Options' window with the 'Selected Options' section. The 'Update Information' radio button is selected. Below it, the 'Location' is set to 'Warren Township'. The 'Document Type' is set to 'Interrogatories and/or Answers' and the 'Document Security Group' is set to 'Confidential'. The 'Create Packet' and 'Move to Packet' options are also visible. A red arrow points to the 'Save' button at the bottom.

3. Update Status to Verified

Click once again on '**Selected Options**' and verify the radio button is on 'Update Status to Verified' and click **SAVE**.

The screenshot shows the 'Options' window with the 'Selected Options' section. The 'Update Status To Verified' radio button is selected. Below it, the 'Location' is set to 'Case Manager'. The 'Document Type' is set to 'Abstract' and the 'Document Security Group' is set to 'Public'. The 'Create Packet' and 'Move to Packet' options are also visible. The 'Save' button at the bottom is highlighted with a red box.

Note: Although my document type and document security group were successfully changed in the previous step, you will notice that they now appear to the defaulted status of 'Abstract' and 'Public'. You do not need to change these again.

If you want to verify the document security group remained Confidential, right click on one of the documents, and select Edit.